

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LEWIS COUNTY, WASHINGTON**

**IN RE: APPROVING AGREEMENT BETWEEN)
LEWIS COUNTY LOCAL EMERGENCY)
PLANNING COMMITTEE AND WASHINGTON)
STATE MILITARY DEPARTMENT)**

RESOLUTION 97-207

WHEREAS, An Agreement between the Lewis County Local Emergency Planning Committee and the Washington State Military Department to provide funding to conduct hazardous materials training (attached as Exhibit A); and,

WHEREAS, the Board of Lewis County Commissioners has had an opportunity to review the Agreement between Lewis County Local Emergency Planning Committee and Washington State Military Department; and,

WHEREAS, it appears to be in the best public interest to authorize this Agreement with the Washington State Military Department; NOW THEREFORE

BE IT RESOLVED that this Agreement with the Washington State Military Department is hereby approved and the Director of the Lewis County Department of Public Services is authorized to sign the agreement on behalf of Lewis County.


DONE IN OPEN SESSION this 28th **day of** April **, 1997.**

ATTEST:


Clerk of the Board

APPROVED AS TO FORM

**JEREMY RANDOLPH
Prosecuting Attorney**


Doug Jensen, Chief Civil Deputy

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**


Chairman


Member


Member

EXHIBIT A

**ATTACHMENT TO RESOLUTION 97- 207
AGREEMENT WITH THE WASHINGTON STATE MILITARY
DEPARTMENT**

CONTRACT BETWEEN
WASHINGTON STATE MILITARY DEPARTMENT
AND
Lewis County Local Emergency Planning Committee

Contract Number: MD977400D

This CONTRACT, entered into by **Lewis County Local Emergency Planning Committee** (hereinafter referred to as the CONTRACTOR) and Washington State Military Department (hereinafter referred to as the DEPARTMENT), WITNESSES THAT:

WHEREAS, the United States Department of Transportation has provided funding for local government hazardous materials Planning projects under the Hazardous Materials Emergency Preparedness Grants hereinafter referred to as the "HMEP" program;

WHEREAS the DEPARTMENT, Washington State Military Department has agreed to be the coordinating agency for these projects:

IT is the purpose of this agreement to provide the CONTRACTOR with funding to conduct hazardous materials training.

The DEPARTMENT desires to engage the CONTRACTOR to perform certain tasks as hereinafter agreed upon by both parties.

NOW, therefore, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties hereto agree as follows:

1. FUNDING

The total funds to be reimbursed to the CONTRACTOR for the contract period shall be a sum not to exceed **\$3,300.00**. The CONTRACTOR shall provide a match of **\$630.00** of non-federal origin. Said match may be in the form of goods, salaries, in-kind services.

2. SERVICE PROVISIONS

The CONTRACTOR shall use the funds solely for the purpose of supporting hazardous materials programs as provided by HMEP; and, to perform tasks as described in the Statement of Work portion of the CONTRACTOR'S request for funding, as approved by the DEPARTMENT. Attachment A, Statement of Work, is by reference, incorporated into this contract.

3. CONTRACT PERIOD

The effective date of this contract shall be when this contract has been signed by all parties. The termination date of this contract shall be **September 30, 1997**.

4. REIMBURSEMENT PROVISIONS

The CONTRACTOR shall mail a Washington State Invoice Voucher to the DEPARTMENT **within thirty (30) days after completion of the work** indicating the type of services rendered the preceding period.

Within thirty (30) days after receiving the voucher, the DEPARTMENT shall remit to the CONTRACTOR a warrant covering the cost of the prior agreed upon activities. The final voucher must be submitted to the DEPARTMENT prior to **October 31, 1997**.

5. AUDIT REQUIREMENTS

Contractors are to procure audit services based on the following guidelines:

Contractors receiving less than \$25,000 in federal funds in a fiscal year or less than \$75,000 in state funds in a fiscal year, are exempt from compliance with the Single Audit Act or other audit requirements. However, records must be available for review by the Department.

Contractors receiving \$25,000 to \$100,000 in total federal funds in a fiscal year may choose to have an audit made in accordance with Office of Management and Budget's (OMB) Circular A-128, OMB Circular A-133 in the case of Institutions of Higher Education and Other Nonprofit organizations, or a program audit.

Contractors receiving \$75,000 or more in total state funds in a fiscal year may choose to have a financial audit as defined by Government Auditing Standards (The Revised Yellow Book), or a single audit made in accordance with OMB Circular A-128 or A-133.

Contractors receiving \$100,000 or more in a fiscal year in total federal funds are to have a Single Audit made in accordance with OMB Circular A-128, or OMB Circular A-133 in the case of Institutions of Higher Education or Other Nonprofit Organizations.

As applicable, Contractors required to have an audit must ensure the audits are performed in accordance with Generally Accepted Accounting Principles; Government Auditing Standards (The Revised Yellow Book) developed by the Comptroller General, dated July 1988; the OMB Compliance Supplement for Single Audits of State and Local Governments, and the Compliance Supplement for Single Audits of Educational Institutions and Other Nonprofit Organizations; OMB Circular A-133 Audits of Institutions of Higher Education and Other Nonprofit Organizations; and all state and federal law and regulations governing the program.

The audit of the Contractor's program shall be conducted by the Office of the State Auditor if the Contractor is a state or local government entity, or an independent Certified Public Accounting firm selected by the Contractor if the Contractor is not a state or local government entity.

The Contractor must prepare a Schedule of Financial Assistance for federal and state funds that includes: grantor name, program name, federal catalog (CFDA) number, grantor contract number, total award amount, beginning balance, current year revenues, current year expenditures and ending balance.

The Contractor shall maintain its record and accounts in such a way as to facilitate the Department's audit requirements, and ensure that Subcontractors also maintain records which are auditable. The Contractor is responsible for any audit exceptions incurred by its own organization or that of its Subcontractors. The Department reserves the right to recover from the contractor disallowed costs resulting from the final audit.

The Contractor is responsible for sending the audit report to the Department Internal Audit Manager as soon as it is available, but no later than thirteen months after the end of the Contractor's fiscal year. Responses to previous management findings and disallowed or questioned costs shall be included with the audit report. The Contractor will respond to Department requests for information or corrective action concerning audit issues within 30 days of the date of request.

The Contractor shall include these requirements in any subcontracts.

6. RECAPTURE PROVISIONS

In the event that the CONTRACTOR fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract, the DEPARTMENT reserves the right to recapture state funds in an amount equivalent to the extent of the noncompliance.

Such right of recapture shall exist for a period not to exceed six years following contract termination or audit resolution, whichever is later. Repayment by the CONTRACTOR of funds under this recapture provision shall occur within 30 days of demand. In the event that the DEPARTMENT is required to institute legal proceedings to enforce the recapture provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney's fees.

7. EVALUATION AND MONITORING

a) The CONTRACTOR shall cooperate with and freely participate in any monitoring or evaluation activities conducted by the DEPARTMENT that are pertinent to the intent of this contract.

b) The DEPARTMENT or the State Auditor or any of their representatives shall have full access to and the right to examine during normal business hours and as often as the DEPARTMENT or the State Auditor may deem necessary, all of the CONTRACTOR'S records with respect to all matters covered in this contract. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this contract. Such rights last for three years from the date final payment is made hereunder.

8. NONDISCRIMINATION PROVISION

a) There shall be no discrimination against any employee who is paid by the funds indicated in the contract or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

b) ADA COMPLIANCE

The CONTRACTOR agrees to comply with the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. (ADA), and its implementing regulations. The ADA provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

9. CONTRACT MODIFICATIONS

The DEPARTMENT and the CONTRACTOR may, from time to time, request changes in services to be performed with the funds. Any such changes that are mutually agreed upon by the DEPARTMENT and the CONTRACTOR shall be incorporated herein by written amendment to this contract. It is mutually agreed and understood that no alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and that any oral understanding or agreements not incorporated herein, unless made in writing and signed by the parties hereto, shall not be binding.

10. TERMINATION OF CONTRACT

a) If, through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this contract or if the CONTRACTOR shall violate any of its covenants, agreements, or stipulations of this contract, the DEPARTMENT shall thereupon have the right to terminate this contract and withhold the remaining allocation if such default or violation is not corrected within thirty (30) days after submitting written notice to the CONTRACTOR describing such default or violation.

b) Notwithstanding any provisions of this contract, either party may terminate this contract by providing written notice of such termination, specifying the effective date thereof, at least thirty (30) days prior to such date.

c) Reimbursement for CONTRACTOR services performed, and not otherwise paid for by the DEPARTMENT prior to the effective date of such termination, shall be as the DEPARTMENT reasonably determines.

d) The Department may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

11. CONTRACTOR NOT EMPLOYEE OF AGENCY

The CONTRACTOR, his/her employees or agents performing under this contract are not deemed to be employees of the DEPARTMENT nor as agents of the DEPARTMENT in any manner whatsoever. The CONTRACTOR will not hold himself/herself out as nor claim to be an officer or employee of the DEPARTMENT or of the state of Washington by reason hereof and will not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the DEPARTMENT or of the state of Washington.

12. RECORDS, DOCUMENTS, AND REPORTS

The CONTRACTOR shall maintain books, records, documents, and other evidence and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

These records shall be subject at all reasonable times to inspection, review, or audit by DEPARTMENT personnel and other personnel duly authorized by the DEPARTMENT or the Office of the State Auditor. The CONTRACTOR will retain all books, records, documents, and other material relevant to this contract for three years after expiration and the Office of the State Auditor, or any persons duly authorized by the DEPARTMENT shall have full access to and the right to examine any of said materials during said period.

13. TRAVEL AND SUBSISTENCE REIMBURSEMENT

In the absence of provisions included herein, travel expenses shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended.

14. SPECIAL PROVISION

The DEPARTMENT'S failure to insist upon the strict performance of any provision of this contract or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this contract.

15. HOLD HARMLESS

The CONTRACTOR shall hold and save the DEPARTMENT, its officers, agents, and employees, harmless from liability including costs and expenses for or on account of any or all suits or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this agreement, when such liability arises out of intentional or willful misconduct or gross negligence or bad faith on the part of the CONTRACTOR, its officers, agents, and employees.

16. DISPUTES

The parties shall make every effort to resolve disputes arising out of or relating to this contract through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by each party and a third representative mutually agreed upon by both parties. The team shall attempt, by majority vote, to resolve the dispute.

Both parties agree that this disputes process shall precede any action in a judicial or quasi-judicial tribunal.

17. GOVERNING LAW AND VENUE

This contract shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this contract shall be the Superior Court of Thurston County, Washington.

18. CERTIFICATION REGARDING DEBARMENT SUSPENSION OR INELIGIBILITY

If federal funds are the basis for this contract, the CONTRACTOR certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

19. SEVERABILITY

In the event any term or condition of this contract or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this contract which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this contract are declared severable.

20. ENTIRE AGREEMENT

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

21. CONTRACT ADMINISTRATION

a) CONTRACTOR'S representative shall be **Jerry Grill**.

b) DEPARTMENT'S representative shall be **Daniel E. Staber**.

IN WITNESS WHEREOF, the DEPARTMENT and CONTRACTOR have executed this contract as of the date and year written below.

Linda Burton-Ramsey, Director
Emergency Management Division
Military Department

Robert Berg, Director
Lewis County Public Services

DATE: _____

DATE: 04-23-97

APPROVED AS TO FORM:

Tax ID Number: 91-6001351
CFDA: 20.703

Assistant Attorney General

DATE: 3/24/97

APPROVED AS TO FORM
JERRY RANDOLPH PROSECUTOR

04-18-97
CHIEF CIVIL DEPUTY

Attachment A
Statement of Work
FFY 1997 Hazardous Materials Emergency Preparedness Grant

In consultation with the DEPARTMENT, Emergency Management Division's Hazardous Materials Program Coordinator, the CONTRACTOR will conduct and coordinate the following:

E. Description of Project:

The Lewis County Plan was developed and approved in 1988, and there have not been revisions to date.
Since the LEPC Comprehensive Response Plan's development, Lewis County has sustained several natural disasters, six (6) of which were Presidentially declared. These events have shown that the original plan is obsolete. Some areas of concern are as follows:
1. Due to flooding in February 1996, I - 5 was closed for 4 days, along with many other designated transportation routes for emergency response personnel.
2. The Chehalis Industrial Park has expanded and Centralia has created a Port District within the county.
3. The on-going clean up of the Winlock Tire Recyclers hazardous materials site.
4. The East End Economic Development Council is working to increase industry on the East-end of the County, including a hazardous materials incinerator in Morton.

F. Project Timeline:

(Include measurable activities for task completion and critical dates. Projects must be completed by September 30, 1997)

March 1997	Reappointment of the Lewis County LEPC
	Review of the Current Plan
	Examination of County Growth
	Review of recent events in Lewis County
April 1997	Update report to State DEM
June 1997	Compile recommended changes to plan
July 1997	Revisions submitted to update LCERP
	Update report to State DEM
August 1, 1997	Complete Revision of the LCERP
August 15, 1997	"New" LCERP submitted for adoption/approval
September 1997	Final Report to State DEM

E. Description of Project:

Conduct a drill based on the "Revised Plan" in order that the Emergency Agencies of the county become familiarized with its operation.

F. Project Timeline:

(Include measurable activities for task completion and critical dates. Projects must be completed by September 30, 1997)

July 1997	Begin design of exercise, based on "New" plan
August 1997	Finalize exercise outline, participants, and Design
August 1997	Update report to State DEM
September 1997	Exercise Conducted
	Conduct Review of Exercise
	Final report to State DEM

Attachment B
Budget Summary
FFY 1997 Hazardous Materials Emergency Preparedness Grant

In consultation with the DEPARTMENT, Emergency Management Division's Hazardous Materials Program Coordinator, the CONTRACTOR's budget summary follows:

G: Budget:
(Please provide your projected costs.)

ITEM DESCRIPTION	COST
SALARIES (Not for existing personnel or to pay overtime)	\$ 1,500.00
FACILITY RENTAL	
EQUIPMENT RENTAL	
TRAVEL	350.00
GOODS AND SERVICES	
SUPPLIES	
OTHER COSTS (Specify)	
SUB TOTAL	\$ 1,850.00
20 PERCENT SOFT MATCH*	\$ 462.50
TOTAL PROJECTED COST	\$ 2,312.50

*Soft Match is that portion of the total (cash or kind) contributed by the grant recipient.

How to calculate Soft Match:

Sub Total divided by .80 minus Sub Total equals Soft Match

EXAMPLE:

$$\$1,000 / .80 = \$1,250$$

$$\$1,250 - \$1,000 = \$250 \text{ (Soft Match)}$$

G: Budget:
(Please provide your projected costs.)

ITEM DESCRIPTION	COST
SALARIES (Not for existing personnel or to pay overtime)	\$ 1,200.00
FACILITY RENTAL	
EQUIPMENT RENTAL	
TRAVEL	250.00
GOODS AND SERVICES	
SUPPLIES	
OTHER COSTS (Specify)	
SUB TOTAL	\$ 1,450.00
20 PERCENT SOFT MATCH*	\$ 362.50
TOTAL PROJECTED COST	\$ 1,812.50

*Soft Match is that portion of the total (cash or kind) contributed by the grant recipient.

How to calculate Soft Match:

Sub Total divided by .80 minus Sub Total equals Soft Match

EXAMPLE:

$$\$1,000 / .80 = \$1,250$$

$$\$1,250 - \$1,000 = \$250 \text{ (Soft Match)}$$

Attachment C
Performance and Financial Summary Report
FFY 1997 Hazardous Materials Emergency Preparedness Grant

To meet the grant performance and financial summary reporting requirements specified by the grantor, the CONTRACTOR will provide DEPARTMENT, Emergency Management Division's Hazardous Materials Program Coordinator with the following information and deliverables:

- Name of the person responsible for coordinating, consolidating and providing all information and reports relative to this grant.
- All invoices are to be submitted through the Hazardous Materials Program Coordinator to the Military Department **within thirty (30) days of work completion.**
- All invoices are to identify the expenditures charged as allowable costs.

The semiannual and annual grant performance and Financial Summary Reports are to be provided to the Hazardous Materials Program Coordinator **no later than April 30, 1997 and October 31, 1997 respectively.** These reports are to include the following information:

- Narrative summary of accomplishments
- Two (2) copies of contracted deliverable provided to Hazardous Materials Program Coordinator Emergency Management Division
- One (1) copy of contracted deliverable provided to each contiguous Local Emergency Planning Committee

Attachment C
Performance and Financial Summary Report
FFY 1997 Hazardous Materials Emergency Preparedness Grant

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*July Executed
(Res. 97-207)*

Lewis County
EMERGENCY MANAGEMENT

CONTRACT BETWEEN
WASHINGTON STATE MILITARY DEPARTMENT
AND
Lewis County Local Emergency Planning Committee

MAY 05 1997
RECEIVED

Contract Number: *MD9774007*

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b) Notwithstanding any provisions of this contract, either party may terminate this contract by providing written notice of such termination, specifying the effective date thereof, at least thirty (30) days prior to such date.

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In the absence of provisions included herein, travel expenses shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended.

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If federal funds are the basis for this contract, the CONTRACTOR certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

19. SEVERABILITY

In the event any term or condition of this contract or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this contract which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this contract are declared severable.


20. ENTIRE AGREEMENT

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

21. CONTRACT ADMINISTRATION

- a) CONTRACTOR'S representative shall be **Jerry Grill**.
- b) DEPARTMENT'S representative shall be **Daniel E. Staber**.

IN WITNESS WHEREOF, the DEPARTMENT and CONTRACTOR have executed this contract as of the date and year written below.



Linda Burton-Ramsey, Director
Emergency Management Division
Military Department




Robert Berg, Director
Lewis County Public Services

DATE: 4/30/97

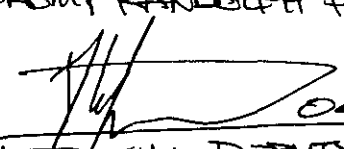
DATE: 04-23-97

APPROVED AS TO FORM:

Tax ID Number: 91-6001351
CFDA: 20.703



Assistant Attorney General
DATE: 3/24/97

APPROVED AS TO FORM
JEREMY RANDOLPH PROSECUTOR


04-18-97
CHIEF CIVIL DEPUTY

Attachment A
Statement of Work
FFY 1997 Hazardous Materials Emergency Preparedness Grant

In consultation with the DEPARTMENT, Emergency Management Division's Hazardous Materials Program Coordinator, the CONTRACTOR will conduct and coordinate the following:

E. Description of Project:

The Lewis County Plan was developed and approved in 1988, and there have not been revisions to date.

Since the LEPC Comprehensive Response Plan's development, Lewis County has sustained several natural disasters, six (6) of which were Presidentially declared. These events have shown that the original plan is obsolete. Some areas of concern are as follows:

1. Due to flooding in February 1996, I - 5 was closed for 4 days, along with many other designated transportation routes for emergency response personnel.

2. The Chehalis Industrial Park has expanded and Centralia has created a Port District within the county.

3. The on-going clean up of the Winlock Tire Recyclers hazardous materials site.

4. The East End Economic Development Council is working to increase industry on the East-end of the County, including a hazardous materials incinerator in Morton.

F. Project Timeline:

(Include measurable activities for task completion and critical dates. Projects must be completed by September 30, 1997)

March 1997	Reappointment of the Lewis County LEPC
	Review of the Current Plan
	Examination of County Growth
	Review of recent events in Lewis County
April 1997	Update report to State DEM
June 1997	Compile recommended changes to plan
July 1997	Revisions submitted to update LCERP
	Update report to State DEM
August 1, 1997	Complete Revision of the LCERP
August 15, 1997	"New" LCERP submitted for adoption/approval
September 1997	Final Report to State DEM

E. Description of Project:

Conduct a drill based on the "Revised Plan" in order that the Emergency Agencies of the county become familiarized with its operation.

F. Project Timeline:

(Include measurable activities for task completion and critical dates. Projects must be completed by September 30, 1997)

July 1997	Begin design of exercise, based on "New" plan
August 1997	Finalize exercise outline, participants, and Design
August 1997	Update report to State DEM
September 1997	Exercise Conducted
	Conduct Review of Exercise
	Final report to State DEM

Attachment B
Budget Summary
FFY 1997 Hazardous Materials Emergency Preparedness Grant

In consultation with the DEPARTMENT, Emergency Management Division's Hazardous Materials Program Coordinator, the CONTRACTOR's budget summary follows:

G: Budget:
(Please provide your projected costs.)

ITEM DESCRIPTION	COST
SALARIES (Not for existing personnel or to pay overtime)	\$ 1,500.00
FACILITY RENTAL	
EQUIPMENT RENTAL	
TRAVEL	350.00
GOODS AND SERVICES	
SUPPLIES	
OTHER COSTS (Specify)	
SUB TOTAL	\$ 1,850.00
20 PERCENT SOFT MATCH*	\$ 462.50
TOTAL PROJECTED COST	\$ 2,312.50

*Soft Match is that portion of the total (cash or kind) contributed by the grant recipient.

How to calculate Soft Match:

Sub Total divided by .80 minus Sub Total equals Soft Match

EXAMPLE:

$$\$1,000 / .80 = \$1,250$$

$$\$1,250 - \$1,000 = \$250 \text{ (Soft Match)}$$

G: Budget:
(Please provide your projected costs.)

ITEM DESCRIPTION	COST
SALARIES (Not for existing personnel or to pay overtime)	\$ 1,200.00
FACILITY RENTAL	
EQUIPMENT RENTAL	
TRAVEL	250.00
GOODS AND SERVICES	
SUPPLIES	
OTHER COSTS (Specify)	
SUB TOTAL	\$ 1,450.00
20 PERCENT SOFT MATCH*	\$ 362.50
TOTAL PROJECTED COST	\$ 1,812.50

*Soft Match is that portion of the total (cash or kind) contributed by the grant recipient.

How to calculate Soft Match:

Sub Total divided by .80 minus Sub Total equals Soft Match

EXAMPLE:

$$\$1,000 / .80 = \$1,250$$

$$\$1,250 - \$1,000 = \$250 \text{ (Soft Match)}$$

Attachment C
Performance and Financial Summary Report
FFY 1997 Hazardous Materials Emergency Preparedness Grant

To meet the grant performance and financial summary reporting requirements specified by the grantor, the CONTRACTOR will provide DEPARTMENT, Emergency Management Division's Hazardous Materials Program Coordinator with the following information and deliverables:

- Name of the person responsible for coordinating, consolidating and providing all information and reports relative to this grant.
- All invoices are to be submitted through the Hazardous Materials Program Coordinator to the Military Department **within thirty (30) days of work completion.**
- All invoices are to identify the expenditures charged as allowable costs.

The semiannual and annual grant performance and Financial Summary Reports are to be provided to the Hazardous Materials Program Coordinator **no later than April 30, 1997 and October 31, 1997 respectively.** These reports are to include the following information:

- Narrative summary of accomplishments
- Two (2) copies of contracted deliverable provided to Hazardous Materials Program Coordinator Emergency Management Division
- One (1) copy of contracted deliverable provided to each contiguous Local Emergency Planning Committee

Attachment C
Performance and Financial Summary Report
FFY 1997 Hazardous Materials Emergency Preparedness Grant

To meet the grant performance and financial summary reporting requirements specified by the grantor, the CONTRACTOR will provide DEPARTMENT, Emergency Management Division's Hazardous Materials Program Coordinator with the following information and deliverables:

- Name of the person responsible for coordinating, consolidating and providing all information and reports relative to this grant.
- All invoices are to be submitted through the Hazardous Materials Program Coordinator to the Military Department **within thirty (30) days of work completion.**
- All invoices are to identify the expenditures charged as allowable costs.

The semiannual and annual grant performance and Financial Summary Reports are to be provided to the Hazardous Materials Program Coordinator **no later than April 30, 1997 and October 31, 1997 respectively.** These reports are to include the following information:

- Narrative summary of accomplishments
- Two (2) copies of contracted deliverable provided to Hazardous Materials Program Coordinator Emergency Management Division
- One (1) copy of contracted deliverable provided to each contiguous Local Emergency Planning Committee